

# Executive Committee



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## Larry Stähli, Vice Chair

Thursday, April 3, 2008  
4:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> Floor, Joshua Room

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## Meeting Minutes

**Committee Members**    *AT: Attended   AB: Absent   EX: Excused   ALT: Alternate Present*

AT	Keith Thompson	AT	Larry Stähli	EX	Mark Kezios	AT	Mary rose Wilcox <i>alt: Terri Leija</i>
EX	MiAsia Pasha	AT	Randall Furrow	AT	Ron Hill	AT	Stephen O'Dell

### Guests

Bradley Allen

### Administrative Agent Staff

Kevin McNeal	Otis Evans	Dyle Sanderson	Rose Connor
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Support Staff: John Sapero

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## Welcome, introductions and declarations of any conflicts-of-interest

Larry Stähli called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Larry Stähli determined that quorum was established, with five of eight members present at 4:05 pm.

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## Review of the minutes and action items from the prior committee meeting

Attendees silently read summaries of recorded minutes from the March 6, 2008 meeting. No corrections were voiced.



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### **Administrative Agent update**

Kevin McNeal provided a utilization report and detailed the various service categories with spending variances.

Larry Stähli asked what the unobligated balance is expected to be for GY 2007. Kevin McNeal related that the unobligated balance is estimated to be \$255,000, of which only \$30,000 will be from the formula award.

Kevin McNeal also discussed:

- Otis Evans has been hired as an Administrative Assistant, and Rose Connor has been assigned to supervise the Ryan White Part A Program.
- Less than \$80,000 was unspent in the last grant year. This is one of the lowest unspent balances that the EMA has ever had.
- 96% of providers submitted billing on time.
- The AAs office is using the rapid reallocation process to complete allocations to close provider billings for the year.
- Draft final reports of the previous year's utilization should be available by the next meeting.

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### **Council Chair update**

Larry Stähli related that Mark Kezios is hoping to return to Planning Council activities soon.

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### **Committee/Workgroup reports**

**Allocations Committee:** Stephen O'Dell discussed that the committee is continuing to develop guiding principles, is revising the Eliminating Barriers to Care document, and has completed revisions to their Policies and Procedures document.

**Membership Committee:** Randall Furrow discussed that the committee is assessing the training needs of Council members, and will discuss presenting a recognition dinner for Planning Council members later in the agenda.

**Community Planning & Assessment Committee:** Larry Stähli discussed that the CPA Committee and Health Care Strategies Workgroup held a joint meeting to review the MSM needs assessment. There was also discussion regarding future data collection and the development of the 2009-2012 Comprehensive Plan.

**Rules Committee:** Keith Thompson discussed that the committee will not meet again until May.

**Standards Committee:** John Sapero discussed that the committee had completed the standards of care for Adult and Pediatric Medical Nutritional Therapy. The committee is still drafting standards for the Food Box/Home-delivered meals service category.

**Health Care Strategies Work Group:** Larry Stähli, a member of the workgroup, discussed the committee is continuing to develop strategies to eliminate barriers and service gaps.



## MEETING MINUTES *continued*

**Education & Empowerment Committee:** Ron Hill discussed that the committee learned of the community's desire for another Learn+Link+Live event, as well as another Aprende+Integrate+Vive! Spanish language event. The committee began to develop these events and is working on integrating participation at health fairs and community events into their activity schedule.

Stephen O'Dell asked why the committee was holding scheduling events in the summer, when he recalled that this was not a popular time of year identified by consumers for these events. Ron Hill replied that the committee had reviewed the feedback forms from previous events, and while this was not the best time of year identified by the majority of participants, the committee felt there were other events already scheduled that would conflict with presenting the event during a different time.

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### **Planning Council Support budget determination**

John Sapero discussed that the current Planning Council Support budget did not include funding to contract for any additional data collection other than the Comprehensive Plan. If the Council to wanted to conduct any additional data collection, the budget would need to be revised. Copies of the current budget were provided, along with a working draft developed by Planning Council Support that had some potential savings detailed.

Two data collection proposals were presented. The first was to identify the availability of primary medical care and other core services for HIV-positive residents of Pinal County. The second proposal was to assess the needs of the newly diagnosed and late to care, and included a limited Pinal County service delivery analysis. The committee reviewed the draft budget, and discussed the need/desire to collect information on Pinal County service delivery and capacity analysis. There was also discussion regarding other potential assessments that were not proposed.

**MOTION:** Keith Thompson moved to conduct a needs assessment of the impact of recent legislative activity on the undocumented HIV positive community. Randall Furrow seconded.

**DISCUSSION:** Keith Thompson discussed that there may be a local expert to conduct the survey. Kevin McNeal discussed that since Arizona is a border state, this would be great information to include in the grant application for next year.

**OUTCOME:** The motion passed.

Larry Stähli discussed that most needs assessments are generally in the \$20,000 to \$25,000 range. There was discussion about how much to spend on this project. John Sapero related that the total Planning Council Support budget could ceiling at \$255,000; currently, the current budget was \$231,588.

**MOTION:** Randall Furrow moved to create a task order for no more than \$25,000 to carry out the above needs assessment. Stephen O'Dell seconded.

**DISCUSSION:** None.

**MOTION:** Stephen O'Dell moved to accept the PCS budget at \$255,000, with Planning Council Support adjusting the budget as necessary to ensure the above needs assessment could be funded. Ron Hill seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.



## MEETING MINUTES *continued*

Kevin McNeal discussed that there was an additional reallocations request related to GY 2007 funds. The Administrative Agent recommends reallocating \$50,000 from Medical Case Management to Supportive Case Management. This will need to be approved by the committee and the full Planning Council, as these funds are being transferred from core services to supportive services.

**MOTION:** Keith Thompson moved to accept the recommendation to decrease Medical Case Management by \$50,000, and increase Supportive Case Management by \$50,000, and then forward this recommendation to the full Planning Council for final approval. Terri Leija seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Planning Council retreat planning

#### *Council member recognition dinner*

Randall Furrow discussed that the Membership Committee would like to host a recognition dinner on Thursday, May 22, 2008. Mary Milione of GlaxoSmithKline has offered to host the hospitality needs for the event. Having this as a separate event will allow other activities to take place at the retreat.

**MOTION:** Stephen O'Dell motioned to approve the presentation of the recognition dinner, to be held on May 22, 2008. Ron Hill seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

#### *Retreat planning*

John Sapero discussed that the Executive Committee needed to determine a date for the event. The tentative agenda included Allocations/PSRA guidelines development, a facilitated discussion regarding language-skills to reach goals efficiently and quickly, and a teambuilding activity.

**MOTION:** Stephen O'Dell motioned to present a 6-7 hour Planning Council retreat on Friday, May 30, 2008. Ron Hill seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Determination of the Planning Council meeting agenda and review of action items

In addition to the recurring agenda items, the committee determined the following:

#### Agenda Items



## MEETING MINUTES *continued*

The committee discussed that there may not be enough topics to conduct a Planning Council meeting. The committee suggested that the Planning Council Chair be consulted about not holding a full Council meeting in April.

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Standards of Care approval

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### Action Items to be completed by the next meeting:

Task	Assigned To
Begin securing retreat needs	John Sapero
Meet with Council Chair to determine if an April PC meeting needs to be scheduled	John Sapero

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### Current events summaries

Stephen O'Dell discussed that the Dining Out for Life event will take place on April 24, 2008.

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### Call to the public

No calls were voiced.

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### Adjourn

The meeting adjourned at approximately 5:10 pm.